



California Housing Finance Agency

Job Opportunity

Housing Finance Associate (Single Family) Vacancy #323

Salary Range	\$4,400-5,348
Final File Date	September 17, 2010
Division	Homeownership Division, Lender Administration/Relations/Recertification Unit
Specific Location	1121 L Street, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #323, HOUSING FINANCE ASSOCIATE (SINGLE FAMILY).</p>
Duties	<p>The California Housing Finance Agency (CalHFA) currently has an opening for a Housing Finance Associate (Single Family). Per Executive Order S-12-10, CalHFA is exempt from the furlough. CalHFA is a small department located downtown at 12th and L Street. Our organization is close to light rail and other forms of public transportation.</p> <p>Under the direction of the Housing Finance Officer, the Housing Finance Associate is a journey level position, the main purpose of which is to provide operational, technical and administrative assistance in the process of becoming a CalHFA-approved lender and maintaining CalHFA eligibility status during annual lender recertification of existing lenders. This position requires travel, mainly within California, with occasional trips to other areas within the United States. The approximate length of each trip is 1 – 3 days (Monday through Friday including travel time). Duties include:</p> <p><u>Essential Functions:</u></p> <p>50% Performs annual lender recertification reviews to ensure compliance with Agency, Fannie Mae and Master Servicer requirements and to determine eligibility to continue as a CalHFA-approved lender according to Agency Internal Procedures. Prepares and performs on-site visits to lenders offices per current Agency lender recertification requirements, based on established volume. Evaluates and documents lender's overall performance based on information gathered, and procedures reviewed. Determines and recommends continued eligibility status or suggests suspension or termination as a CalHFA-approved lender. Maintains Homeownership Lender Database with ongoing updates to lender corporate contact and branch</p>

	<p>information.</p> <p>25% Analyzes and processes new lender applications with supporting documentation submitted for initial approval, acquisition, merger or corporate name change. Prepares for and performs on-site visit to evaluate applicant's business operations and meets with key personnel to determine eligibility to originate and sell loans to CalHFA based on CalHFA and Fannie Mae standards and/or requirements. Works closely with Homeownership Programs managers and other CalHFA Divisions and staff, when necessary. Keeps the Housing Finance Officer informed of the status of Lender Applications in process both verbally and by maintaining reports that monitor the progression of applications in process. Communicates application decisions to Lenders and CalHFA staff as appropriate. Facilitates the coordination of Lender and Lender Access System (LAS) training and responds to approval process issues and questions. Adds new lender corporate contact and branch information to Homeownership Lender Database.</p> <p>5% Recommends changes to CalHFA Internal Procedures, lender application and recertification application, when necessary. Prepares monthly reports for inclusion in monthly Business Plan packet for Senior Staff meetings.</p> <p>5% Represents CalHFA and Homeownership Programs at tradeshow and homebuyer fairs, participates on panels at conferences, attends meetings with Lenders and government officials, as they pertain to CalHFA-approved Lender policies and/or procedures.</p> <p>5% Assists in performing "phone bank" work by providing general information and assistance to lenders and the public regarding Homeownership policies, issues, procedures, and programs, etc.</p> <p>5% Provides general and technical advice and assistance to Lenders, developers, realtors and the public regarding Homeownership Programs.</p> <p><u>Marginal Functions:</u></p> <p>5% Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other duties as assigned.</p>
9/2/2010	